



VILLAGE OF ALMONT VILLAGE MANAGER	
Position:	Village Manager
Population:	2,674
Salary:	DOQ
<i>"We're Growing in the Right Direction"</i>	

THE VILLAGE OF ALMONT

The Village of Almont is seeking a dedicated, energetic, and engaging professional to serve as its next full-time Village Manager. Founded in 1833, Almont is Michigan's sixth oldest Village and is located approximately 40 miles north of Detroit in the southeastern corner of Lapeer County. Home to a high-quality school system and an affordable, growing housing market, the Village has strengthened its reputation as a close-knit community where businesses can flourish, responsible growth is encouraged, entrepreneurs can succeed, and residents and families can thrive and enjoy local parks and recreation activities and regional events.

'WE'RE GROWING IN THE RIGHT DIRECTION'

The Village is currently experiencing both residential and commercial growth in addition to enhanced development opportunities through participation in regional organizations such as the I-69 International Trade Corridor Next Michigan Development Corporation.

This growth has contributed to a stabilized and growing tax base and a sense that the Village, in conjunction with the local Downtown Development Authority, the Almont Community School System, and neighboring Almont Township, among other key partners, has a unique opportunity in the coming years to align its full potential with emerging opportunities.

ORGANIZATIONAL STRUCTURE

The Village of Almont is a home-rule Village that is served by a seven member Village Council that elects its own President and President Pro-Tem. The Council itself is comprised of Members that work well together and embrace civility while being supportive of staff and the Council-Manager form of government (current Village Manager is leaving on excellent terms with the Council to pursue another opportunity). The organization chart outlining the administrative structure of the Village may be reviewed at www.almontvillage.org under 'Departments'.

POSITION DUTIES AND EXPECTATIONS

The Village Manager is the chief administrative officer of the Village and directly supervises department heads (including the Clerk/Treasurer, Chief of Police, Department of Public Works Supervisor, Waste Water Treatment Plant Superintendent, and Ordinance Enforcement Officer) while also indirectly supervising all other Village employees. The Manager is responsible for overseeing the day-to-day operations of the Village, negotiating and administering operating contracts and collective bargaining agreements for and on behalf of the Village, researching public policies, preparing and administering the annual budget, ensuring the fiscal stability of the Village government, continuously enhancing efficiencies, representing the Village on numerous boards and to various organizations, and engaging community groups and residents. It is expected that the successful candidate will become an active stakeholder in and advocate for the community and maintain appropriate accessibility to ensure that citizen and business interests are responded to in a complete and professional manner. Additionally, it is expected that the successful candidate will bring energy and enthusiasm to the position and be a 'hands-on' multi-tasker who keeps projects on track without micromanaging department heads and staff employees.

CURRENT PROJECTS

- Continuing to enforce the property maintenance code in a consistent yet pragmatic manner to beautify properties in the Village/Downtown
- Preparing for future road, sidewalk, and infrastructure repairs
- Sustaining progress made to improve fund balances while reducing unfunded liabilities
- Managing increased residential, commercial, and industrial growth;
- Supporting enhanced parks/recreation programs/activities

DESIRED QUALIFICATIONS

The successful candidate shall meet those qualifications outlined in the Village Manager position description posted on the homepage of www.almontvillage.org and shall further have exceptional communication skills, diplomacy, tact, resourcefulness, and a genuine drive for public service excellence.

APPLICATION REQUIREMENTS

Applicants must send a completed employment application (available at www.almontvillage.org under 'Documents'), a cover letter, resume, academic transcripts, and salary requirements to the attention of Clerk/Treasurer Kim Keesler at 817 N. Main; Almont MI 48003 via mail or at (810) 798-3397 via fax or to kkeesler@almontvillage.org via e-mail by 4:00 p.m. on Friday, November 4, 2016. Postmarks not accepted. The Village of Almont is an Equal Opportunity Employer.